

Recommended Resource List: Recruiting, Hiring, and Retaining Employees

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Books

Anderson, Dave. **TKO Hiring: Ten Knockout Strategies for Recruiting, Interviewing, and Hiring Great People.** Hoboken, NJ: John Wiley & Sons, 2008. Call number: [658.311 Ande](#)

Branham, Leigh. **The 7 Hidden Reasons Employees Leave: How to Recognize the Subtle Signs and Act Before It's Too Late.** New York: AMACOM, 2005. Call number: [658.314 Bran](#)

Falcone, Paul. **96 Great Interview Questions to Ask Before You Hire.** 2nd ed. New York: AMACOM/American Management Association, 2009. Call number: [658.31124 Falc](#)

McDermott, Joe. **Interview Excellence: 12 Step Program to Job Interview Success.** London, [England]: Anson Reed, 2006. Call number: [658.31124 McDe](#)

McGovern, Julia. **The Happy Employee: 101 Ways for Managers to Attract, Retain, & Inspire the Best and Brightest.** Avon, MA: Adams Business, 2008. Call number: [658.314 McGo](#)

Podmoroff, Dianna. **501+ Great Interview Questions for Employers and the Best Answers for Prospective Employees.** Ocala, FL: Atlantic Pub. Group, 2005. Call number: [650.144 Podm](#)

Pritchard, Christopher W. **101 Strategies for Recruiting Success: Where, When, and How to Find the Right People Every Time.** New York: AMACOM, 2007. Call number: 658.311 Prit

Shwiff, Kathy. **Hiring People: Recruit and Keep the Brightest Stars.** New York: Collins, 2007. Call number: 658.311 Shwi

Stone, Florence M. **Coaching, Counseling & Mentoring: How to Vhoose & Use the Right Technique to Boost Employee Performance.** 2nd ed. New York: AMACOM, 2007. Call number: 658.3124 Ston

Wendover, Robert. **Smart Hiring at the Next Level: the Complete Guide to Finding and Hiring the Best Employees.** Naperville, IL: Sourcebooks, 2006. Call number: 658.3112 Wend

Yate, Martin. **Hiring the Best: a Manager's Fuide to Effective Interviewing and Recruiting.** 5th ed. Avon, MA: Adams Media, 2006. Call number: 658.311 Yate

Videos/DVDs

Hire for Attitude. 20 min. Video Visions, 2000. DVD. Call number: VC DV 658.311 Hire

Interviewing Techniques That Help You Hire the Best. 30 min. Briefings Publishing Group, 2000. Video. Call number: VC 658.31124 Inte

Keeping the Good Ones. 25 min. Media Partners Corp., 2003. DVD. Call number: VC DV 658.314 Keep

Recruiting & Hiring: a Manager's Guide to Staying out of Court. 17 min. VisionPoint Productions, 2001. Video. Call number: VC 658.311 Recr

You Be the Judge II. 22 min. American Media, 2000. Video. Call number: VC 658.31124 You

Websites

<http://www.managementhelp.org/evaluatn/interview.htm>

General Guidelines for Conducting Interviews offers information on preparing for interview session, interviewing styles, and wording of questions. This information is assembled by Carter McNamara, PhD for The Management Assistance Program for Nonprofits (St. Paul, MN). Last accessed on November 13, 2008.